Position Description

Labor Category/FLSA: E

___ **Current** ___ **Proposed Specific Description**

Date Prepared: 06/27/03

Approving Official: **Name:** Connie Williams **Signature:** _____
Title: HR Specialist

Standards Used: Administrative Analysis Grade Evaluation Guide, dated August 1990; Miscellaneous Administration and Program Series, GS-301, dated January 1979; General Schedule Supervisory Guide, dated June 1998

Position/Title/Series/Grade: Supervisory Program Specialist, GS-301-12

Administrative Analysis Grade Evaluation Guide: The incumbent is responsible for providing leadership and direction in the implementation of office policies, plans and programs involving facility and grounds maintenance activities and repair projects including preventative maintenance, repair and replacement. He/she is responsible for compliance of the specifications and requirements under which the organization is obligated to perform with relation to facilities maintenance and operations.

Reviews existing operating criteria to assure that energy , personnel, materials and other resources are used efficiently and effectively. Establishes operating criteria and plans for repair and replacement of projects. Visits field stations to observe and report on technical features of systems and equipment pertaining to operations management and engineering. Determines the efficiency of existing facilities and equipment and assess actual or planned practices for the operation and maintenance of facilities. In emergency situations the incumbent is called upon to determine alternate supply sources to restore temporary services or secure areas while initiating corrective action. See the attached FES evaluation.

Miscellaneous Administration and Program Series: This series includes positions whose primary duties are to perform, supervise, or manage professional and nonprofessional employees when no other series is appropriate. Since this position requires a high degree of analytical ability, judgment, discretion, quantitative skills, the ability to research problems and issues, written and oral communication skills and the application of mature judgment problem solving, it fits within the realm of the GS-301 series. No titles are specified for positions in this series. Rather, it is determined by the preponderance of duties and responsibilities.

General Schedule Supervisory Guide: The incumbent of this position serves as the Team Chief. He/she is responsible for planning, organizing, coordinating and supervising a staff of over 50 professional and trades personnel. In addition, he/she coordinates and supervises the maintenance projects which affect the whole NIH complex.

Responsible for developing goals and standards of performance to guide subordinates and employees. In order to complete the mission of the organization, the incumbent must frequently retrain and/or develop overall training plans for employees due to new techniques to be applied or new equipment to be installed, repaired, or modified.

The incumbent is responsible for all personnel matters which include recommending promotions, evaluating performance, recruitment, recommending awards, taking adverse/disciplinary action, adhering to EEO police, guidelines and procedures, developing an affirmative action plan, etc. See the attached supervisory evaluation form.

Based on the above assessment, this position is properly titled Supervisory Program Specialist, GS-301-12.

GENERAL SCHEDULE SUPERVISORY FES FORM

(For use w/the General Schedule Supervisory Grade Evaluation Guide)

Title/Series/Grade	**Position Number**
Supervisory Program Specialist, GS-301-12	

Organizational Location

Office of Research Services, Division of Public Safety

Evaluation Factors	**Factor Levels**	**Points Assigned**
1. Program Scope and Effect	1-2	350
2. Organizational Setting	2-1	100
3. Supervisory /Managerial Authority Exercised	3-2	450
4. Personal Contacts a. Nature of Contacts b. Purpose of Contacts	 A. 3 B. 3	 A. 75 B. 100
5. Difficulty of Typical Work Directed	5-6	800
6. Other Conditions	6-4	1120
7. Special Situations, if applicable	1 and 4	

TOTAL POINTS	**2995**	**REMARKS**
GRADE CONVERSION	**GS- 12**	**SPECIALIST: Connie Williams** **DATE: June 27, 2003**

FACTOR EVALUATION SYSTEM (FES)

Title/Series/Grade Supervisory Program Specialist, GS-301-12	**Position Number**
Organization Office of Research Services, Division of Engineering Services	

Evaluation Factors	**Factor Level**	**Points Assigned**	**Standard(s) Used**	**Comments**
1. Knowledge Required by the Position	1-7	1250	Administrative Analysis Grade Evaluation Guide, dated August 1990	
2. Supervisory Controls	2-4	450		
3. Guidelines	3-4	450		
4. Complexity	4-4	225		
5. Scope and Effect	5-4	225		
6. Personal Contacts	6-3			
7. Purpose of Contacts	7-C	180		
8. Physical Demands	8-1	5		
9. Work Environment	9-1	5		

TOTAL POINTS	2790	**REMARKS**
GRADE CONVERSION	**GS-12**	**SPECIALIST:** Connie F. Williams **DATE:** June 27, 2003

Installation: National Institutes of Health, Bethesda, MD

Title: Supervisory Program Specialist

Occ Series: 301

Pay Plan: GS

Grade: 12

Introduction Statement: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the Department of Health and Human Services, National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM and is responsible for the direction and implementation of all activities related to one of three specific program areas of facilities operations and maintenance of NIH facilities that are the responsibility of the Most Efficient Organization (MEO) as determined by ORF/DPM management as part of the A-76 process. Those specific program areas of the MEO include the Facility Maintenance Team, Customer Operations Team and the Electronic Systems Support Team

Duties

Major Duties and Responsibilities

As a Team Chief under the direction of the Maintenance Support Chief, the incumbent is responsible for directing a wide variety of facility and grounds maintenance activities and repair projects including preventive maintenance, repair and replacement as related to the specific mission or function of the team assigned. Employee is responsible for planning, organizing, coordinating, and supervising a staff of over 50 skilled trades and professional personnel.

As a Team Chief under the direction of the Maintenance Support Chief, the incumbent is responsible for compliance of the MEO with the terms and condition of the specifications and requirements under which the MEO is obligated to perform with relation to facilities maintenance and operations and assures that measurement protocol is in place within the team to assure compliance.

Reviews/revises existing operating criteria for the assigned maintenance support organization within the MEO to assure that energy, personnel, materials, and other resources are used efficiently and effectively. Establishes operating criteria and plans for repair and replacement projects. Coordinating and supervising and maintenance projects which affect the entire plant complex. The services provided by the maintenance support organization of the MEO run the gamut from relatively minor projects to very complex activities involving recent state-of-the-art changes both in buildings, utilities, and plant facilities. Medical research is very dynamic, inherent in which are abrupt changes in direction, which impose very stringent deadlines. Production problems continually arise for which there is little precedent requiring development of new production procedures. These changing work situations require frequent constant attention, adjustment in plans, schedules, and distribution of resources.

Review of preliminary and final plans and specifications for expansion and major alterations and facilities, prepared by architect-engineers or agency and advise on the development of detailed program requirements to assure compatibility of interfacing with existing facilities and adequacy of the design to minimize operational problems.

Advises the Maintenance Support Chief, MEO Manager and Director, DPM and serves as a technical expert in development of the long-range construction and maintenance projects within the area of responsibility. This involves close liaison with consulting and design agents retained to study and prepare detailed plans and specifications for new and expanded utility systems installations.

Advises the Maintenance Support Chief, MEO Manager and Director, DPM and serves as a technical expert in the specific area of operation and maintenance management and participates in the development of DPM instructions and operating procedures.

Serves on permanent and ad hoc committees for NIH and the ICD's related to facility maintenance and operations issues in the specific area of

Visits field stations to observe and report on technical features of systems and equipment pertaining to operations management and engineering, i.e., mechanical and electrical specialties. To determine the efficiency of existing facilities and equipment and assess actual or planned practices for the operations and maintenance of the facilities. Recommends replacement, repair, or improvement of facilities and equipment.

In emergency situations involving breakdown of building services either during or outside of duty hours, incumbent may be called upon to determine alternate supply sources to restore temporary services or because of safety issues secure areas temporarily while initiating corrective actions.

Responsible for developing goals and standards of performance to guide subordinates and employees. The mission of the maintenance support organization of the MEO requires frequent retraining of employees because of new techniques to be applied or new equipment to be installed, repaired, or modified. Develops overall training plans that will meet these needs.

Maintains frequent contacts with other DPM and MEO Branches for the purpose of coordinating activities pertaining to design, construction, and maintenance. Consults with engineering and commercial firms to obtain information on new processes, products, and their use.

Responsible for all personnel matters for the assigned team within the maintenance support organization of the MEO: Recommends promotions, evaluates employees' work performance, approves or reviews recruitment, awards, disciplinary actions, and separations; recommends personnel for training and approves all new hires and other actions such as details and reassignments. Schedules and approves the leave of subordinate supervisors and staff. Resolves grievances and complaints at the lowest level possible. Provides guidance to subordinates on general personnel management policy matters and other possible actions, which could affect the quantity or quality of work being accomplished. As appropriate, delegates authority to subordinate supervisors and holds these individuals responsible for the performance of their organization.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, as supervisor, incumbent initiates nondiscriminatory practices and affirmative action for the areas under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills. The incumbent, in conjunction with his/her supervisor, develops an affirmative action plan for the area supervised including appropriate objectives and goals; and monitors and periodically assesses progress. Keeps informed of, supports, and communicates to employees EEO policies, plans, and programs. Seeks out and utilizes available resources, including appropriate personnel generalists/specialists, EEO specialists, and training resources in conducting these responsibilities. Incumbent will be appraised on the effectiveness of his/her EEO performance.

Supervision and Guidance Received

The incumbent has wide latitude for independent judgment, interpretation, and decision-making under the general supervision of the Maintenance Support Chief, MEO Manager

and the Director, DPM, who provides broad objectives and goals to be met while performing the duties and responsibilities of this position.

Advice, decisions, and recommendations are considered technically authoritative and are reviewed only with respect to their impact on DPM and MEO policy programs.

Guidance is available through standard engineering practices and principles obtained through professional engineering training, technical manuals, textbooks/handbooks, NIH standards/codes/regulations/policy, etc. These guidelines are rarely adequate for solving complex and unusual operations and maintenance problems with which the employee is faced. These problems require the exercise of considerable judgment and ingenuity in their resolution.

Other Significant Facts

The incumbent is a recognized expert in the technical matters related to the fields of one of three specific program areas of facilities operations and maintenance of NIH facilities that are the responsibility of the Most Efficient Organization (MEO) as determined by ORF/DPM management as part of the A-76 process. Those specific program areas of the MEO include the Facility Maintenance Team, Customer Operations Team and the Electronic Systems Support Team.

The position requires a background in the operation and maintenance of complex buildings and utility systems and knowledge of industrial engineering principles and practices.

Physical Effort:

Work usually does not require or impose unusual physical demands. Building inspections may occasionally require walking, standing, stooping, bending, kneeling, and climbing. Occasionally lifts and carries parts and equipment weighing up to 40 pounds.

Working Conditions:

Position may be subject to shift or irregular work hours.

Most work is performed in a standard office setting. On-site management or monitoring of repair activities and renovation projects may involve exposure to risks, hazards and discomforts typically present on construction sites. In such situations the incumbent is required to wear protective clothing or equipment and exercise appropriate caution.